



January 7, 2021

Web Announcement 2398

## Ownership/Controlling Interest Disclosure Information Required on Change/Update Request

Providers who have not (since Modernization implementation on February 1, 2019) completed an online enrollment, revalidation or change/update will be required to disclose ownership information on a first-time online change request submission. The ownership disclosed on this online submission must match the previously disclosed ownership to avoid the document being returned.

If a change in ownership has occurred since initial application approval, the provider must complete a new enrollment which indicates the ownership change. **The ownership disclosure requirement also applies to anyone who has 5 percent or more direct/indirect controlling interest, such as a member of a Board of Directors.**

Please review the following resources to assist with completion of a change request or ownership change.

- The Provider Enrollment homepage includes all Online Provider Enrollment (OPE) User Manual Chapters: <https://www.medicaid.nv.gov/providers/enroll.aspx>
- The OPE User Manual Chapter 2 Addendum contains instructions on reporting ownership: [https://www.medicaid.nv.gov/Downloads/provider/NV\\_OPE\\_User\\_Manual\\_Ch2\\_Addendum.pdf](https://www.medicaid.nv.gov/Downloads/provider/NV_OPE_User_Manual_Ch2_Addendum.pdf)